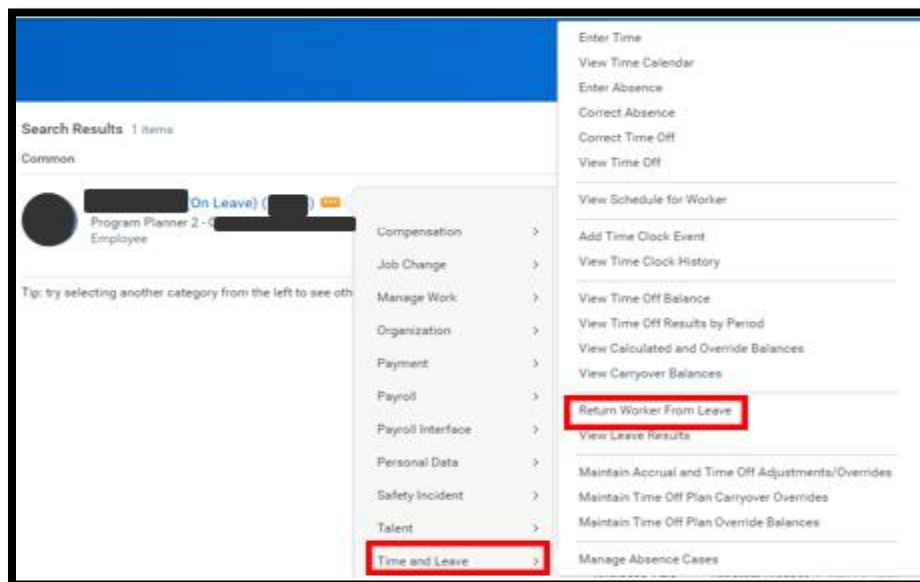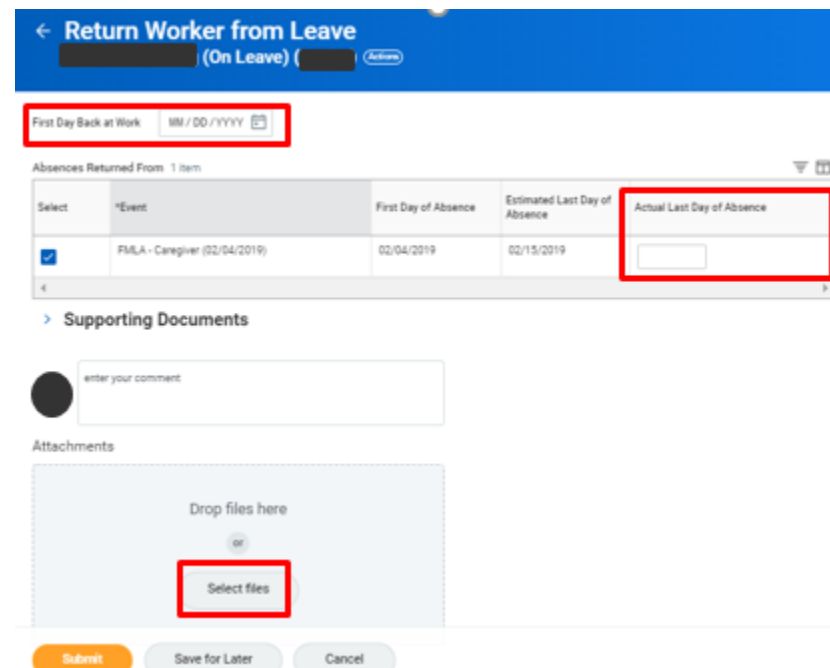## RETURNING AN EMPLOYEE FROM LEAVE OF ABSENCE

From the Search Bar:

1. Find the name of the **Employee** and click on it.

2. Click the **Related Actions** Button ⬤⬤⬤. Then click on **Time and Leave** > **Return Worker From Leave.**

3. On Return Worker from Leave screen, verify employee's name on Workers on Leave. Then click **OK**.

4. Enter **First Day Back at Work.**

5. Enter **Actual Last Day of Absence**.

6. **Attach** Return to Work form from employee.

7. Then **Submit**.

8. This will route to HR Partner, 2nd level HR Partner, and possibly DAS to approve before showing complete.